

DEPARTMENT OF VETERANS AFFAIRS
Veterans Health Administration
Washington DC 20420

December, 2005

OFFICE OF RESEARCH AND DEVELOPMENT

**SOLICITATION OF APPLICATIONS FOR
HEALTH SERVICES RESEARCH AND DEVELOPMENT
RESEARCH ENHANCEMENT AWARD PROGRAM**

1. **Purpose.** The Veterans Health Administration (VHA) Health Services Research and Development Service (HSR&D) invites applications for the Research Enhancement Award Program (REAP). HSR&D is interested in promoting and supporting groups of VA funded HSR&D investigators located at VA Medical Centers that do not contain an HSR&D Center of Excellence (COE). The goal of this program is to increase HSR&D capacity by assisting VA sites that already show promise, as demonstrated by a history of HSR&D peer reviewed research and career development funding. Funds provided under this initiative are for maintaining or creating a core program of investigators, statisticians, economists and other social scientists to support and facilitate the development of HSR&D research projects and the training and mentoring of new HSR&D investigators.

This solicitation is open to currently funded HSR&D REAP and TREP centers and any group of investigators that satisfies the eligibility requirements.

2. **Background.** A REAP center should be multidisciplinary incorporating Health Services Research (HSR), medicine and clinical subspecialties, biostatistics, social science and other appropriate research methodologies. Recipients of HSR&D REAP awards are expected to participate in training/mentoring new investigators and to pursue new avenues of health services research. Activities supported by an HSR&D REAP are to be performed in VA facilities. Descriptions of currently funded REAPs are available at <http://www.hsrd.research.va.gov/about/centers/reap.cfm>.
3. **Goals.** Each funded HSR&D REAP is expected to:
 - a. Develop and maintain VA HSR capacity by building on the success of non-COE facilities with significant existing HSR activity.
 - b. Build on available expertise and capacity in a selected theme and priority area(s) to advance knowledge and become nationally recognized;

- c. Develop and maintain substantive, mutually beneficial, collaborative partnerships with supporting community institutions (such as schools of medicine and public health, theme-relevant university programs, and research institutes);
 - d. Compete successfully for VA and non-VA research project funding (such as grants from NIH, AHRQ, and other federal agencies and private foundations) to leverage core support funding;
 - e. Participate in the Scientific Merit Review and Evaluation Board (SMRB) activities and development of focus area solicitations;
 - f. Enrich VA's overall technical support capabilities and contributions in health services research by collaborating with other HSR&D Centers/Programs and VA Central Office to enhance the HSR&D portfolio and its contributions to VHA;
 - g. Provide timely and appropriate scientific and technical guidance at VA national, network, and local facility levels;
 - h. Enhance local capacities to support health services research training, recruitment, and career development activities;
 - i. Disseminate research findings;
 - j. Translate, implement and demonstrate the impact of research results on the veterans health care system, providers and/or veteran patient health outcomes at the local, VISN, and national level.
4. **Eligibility.** To qualify for application, there must be a minimum of two (2) VA HSR&D funded principal investigators engaged in research projects (IIR, SDR, QUERI, or special solicitations) at the time of application submission, and one (1) or more of the following for a total of three (3):
- a. One additional VA HSR&D funded principal investigator engaged in research projects (IIR, SDR, QUERI, or special solicitations), or
 - b. One HSR&D Career Development awardee at the Research Career Development Scientist (RCD), or Merit Entry Review Program Scientist (MREP) level.

All currently funded HSR&D REAPs interested in continuing their funding are expected to participate in this review regardless of their funding end dates. Reviewers will be instructed to consider funding duration and potential when comparing and evaluating the performance of existing REAPs with those not currently funded as a REAP.

5. Requirements.

- a. **Focus.** Each REAP application is expected to identify a clear primary theme with rationale for selection. The selected thematic area should be well justified in terms of its importance and how it complements the foci of existing CoEs.

Investigators should clearly document in their application the “added value” that REAP funds will provide to current HSR efforts.

- b. **Center Leadership.** The proposed REAP Director (PI) is expected to devote at least .25 full time employee equivalent effort (FTEE) to REAP activities.
- c. **Center Investigators.** REAPs are expected to incorporate plans for a core group of investigators who will be at least 5/8ths VA employees (eligible to be VA principal investigators). Some projected co-investigators, consultants, and support staff may be non-VA employees reimbursed through various mechanisms, such as contracts and Intergovernmental Personnel Act (IPA) agreements, but REAP plans should incorporate efforts to make most if not all personnel VA employees.
- d. **Local and VISN Support.** The VA medical center and VISN are expected to endorse the REAP application and provide protected time for the center Director (PI). In addition to contributing Medical Care salary support, if the Director (PI) has a clinical appointment (i.e., Program 870 funds), the medical facility is expected to contribute contiguous space and related facility support (including but not limited to: selected personnel, electricity, heating, air conditioning, telephones, housekeeping, fiscal and human resource services).
- e. **Health Services Research Capacity and Academic Collaborators.** Applicants are expected to develop significant health services research capacity and establish partnerships with academic collaborators who provide resident expertise in health services research methodologies.
- f. **Expected Contributions, including Planned Projects.** Applicants are expected to have clear plans for how the REAP will contribute significantly to key health services research issues in the focus area selected over the initial five-year funding period, including well-developed ideas for specific research projects.

6. **Budget.**

- a. **Expected Annual Budget.** In addition to facility contributions, the REAP's core budget (recurring costs) is expected to range up to \$250,000 annually if there are four or more HSR&D funded investigators or \$200,000 if there are three funded investigators. Travel funds are limited to \$4000 per year and must be approved by HSR&D Operations. The REAP Director (PI) is expected to attend the HSR&D National Meeting using these funds. Each REAP will be required to submit an annual budget using VA forms 10-1313-3 and 10-1313-4. Guidance will be provided prior to the due date.
- b. **Potential Start-up Supplements.** Up to \$100,000 may be added to REAP core funding in year one for initial infrastructure expenses (primarily equipment). Start-up supplements are only available to new REAPs, not renewals. Currently funded TREPs would receive up to \$50,000 in new infrastructure support.
- c. **Shared Support.** Shared support by the VA medical center, VISN, or affiliated institution is encouraged and should be documented. Shared support may include cost sharing, facility renovation or equipment costs, service contracts on

equipment, or personnel costs.

Note: Any proposed pilot projects anticipated to be funded from the core budget are **not** to be of a clinical trial nature or to require data safety monitoring oversight by Central Office. IRB issues must be managed locally according to VA guidelines.

7. **Annual Reporting Requirements.** Annual REAP reports will be reviewed administratively by HSR&D to ensure that the REAP's performance meets expectations (see section 3 "Goals") and eligibility requirements (see section 4 "Eligibility"). A standardized HSR&D Annual Report Template is used to collect information on revenues and expenditures, investigator capacity and productivity, VA and non-VA funding, publications, and a summary of major activities and accomplishments.
8. **Anticipated Awards and Funding Period.** HSR&D may approve up to ten REAPs based upon scientific merit and programmatic needs. Selected REAPs are expected to be funded for five years, beginning in October 2006. Renewal for an additional similar funding period will be contingent upon competitive review and availability of funds.
 - a. **Early Termination.** If the number of qualifying investigators falls below three, a plan must be submitted to Central Office describing how this deficiency will be addressed. If this deficiency is not corrected within nine months, funding will be phased out. Renewal will depend on a successful review outcome in the next competitive REAP solicitation at the end of the five year funding period.
 - b. **Non-Renewal.** Currently funded REAPs that are not approved for renewed funding will continue to receive funding for six months after notification or until their established end date, whichever is longer.

Note: New REAPs will be required to submit an IRB waiver before funding may begin.

9. **Evaluation Criteria.** Applications will be evaluated on the basis of the following criteria.
 - a. **Administrative Review Criteria.** Applications are expected to meet the following minimum administrative review criteria to be considered for scientific merit review:
 - 1) Eligibility requirements (section 4 above);
 - 2) Director (PI) should have at least a 5/8ths VA appointment and plans to dedicate at least 25% time to center leadership;
 - 3) Application endorsed by medical center Director (PI) and VISN Director (PI);

4) No more than two applications from any VISN are endorsed by the VISN Director (PI).

- b. **Scientific Review Criteria.** Although all evaluations will include an assessment of both current performance and potential for future achievements, scientific merit reviewers will be instructed to weigh their reviews according to whether the application is a new application or a renewal of an existing center (REAP or TREP). For new applications, reviewers will emphasize future potential in their evaluation. For existing centers, reviewers will emphasize performance during the funding period (existing achievements) in terms of value added relative to HSR&D core support provided to the center and the duration of funding.

Applications will be reviewed in terms of the following criteria:

- 1) Productivity: Existing achievements and potential to obtain intra and extra-mural project funding, career development awards, and producing publications.
- 2) Quality of Research and Key Impacts: Existing quality of research and potential as measured by publications in top peer-reviewed journals, significant press, and system improvements.
- 3) Collaboration and Service: Existing efforts and potential to collaborate with other VA researchers and centers and service to HSR&D, VA/ORD, and national non-VA institutions as reviewers, advisors, and leaders.
- 4) Research Focus and Potential for Future Contributions: Relevance and importance of research focus. Proposed future contributions should be consistent with the outline provided for the anticipated five-year strategic plan. Includes an evaluation of contributions of currently funded centers in context with the strategic plan in place during the most recent funding cycle.
- 5) Facilities and Capacity: Space and resources allocated to the REAP by the Medical Center, VISN, and support provided by the academic affiliate. Documented health services research qualifications of the team, the proposed leadership, and the steering committee.

- c. **Site Visits.** Reviewers may request a site visit to inform the final funding decision.

- d. **Funding Decisions.** Funding decisions will be made by the Director (PI), HSR&D, based upon an applicants potential for making a substantial contribution to HSR&D and VHA.

12. Submission Guidelines.

- a. **Notification of Intent to Apply.** No formal letter of intent is required for this solicitation. However, applications will be accepted only from facilities that provide by **March 1, 2006**, written notification to HSR&D of their intent to apply. Notification should come from the ACOS for Research and should specify the proposed REAP Director (PI) (Principal Investigator), medical facility (or lead medical facility if consortium), contact person with telephone number and e-mail address, and tentative REAP title. Notification should be sent via one of the following mechanisms:

1) by facsimile: 202-254-0461
by e-mail to: susan.schiffner@va.gov

- b. **Application Submission.** Attachment A contains instructions for the full application submission. By **March 31, 2006**, submit one original (single-sided) and an electronic copy on CD by mail or courier service to:

Department of Veterans Affairs
Health Services Research and Development Service (124-B)
810 Vermont Avenue, NW
Washington, DC 20420

- c. **Administrative Checklist.** Attachment B contains the checklist used by HSR&D to verify that the application is complete. Applicants and ACOS for Research offices are advised to review the application and complete the checklist to ensure that the requested information is provided.

13. Schedule. The following award schedule is projected:

- | | |
|---|----------------------|
| a. Program Announcement Issued | 11/1/2005 |
| b. Notification of Intent to Apply Due | 3/1/06 |
| c. Applications Due | 3/31/06 |
| d. Scientific Review of Application Completed | 4/30/06 |
| e. Selected Site Visits Conducted (if needed) | 5/8/2006 – 5/19/2006 |
| g. Final Notification Letters Mailed | 6/30/2006 |
| h. Funding | 10/1/2006 |

14. **Inquiries**. Questions may be directed to Susan Schiffner, HSS, at 202-254-0209 or Susan.Schiffner@va.gov.

Shirley Meehan, MBA, PhD
Acting Director (PI), Health Services Research & Development Service

Attachments:

- A. Instruction for Application Submission
- B. Administrative Checklist

ATTACHMENT A

INSTRUCTIONS FOR APPLICATIONS

1. **General.** Applications must be complete and comprehensive as submitted. Applications will be considered incomplete and returned if they are illegible, fail to follow instructions, or if the material presented is insufficient to permit an adequate review. HSR&D Research Enhancement Award Program (REAP) applications must conform to the standardized format as outlined below and contain all pertinent information. Limit the narrative to twenty pages (23) (see Roman numerals I-VI). Do not submit copies of funded or pending research applications of investigators. Each qualifying investigator may submit up to two journal article reprints representing their most important work. Submit six collated sets of reprints.

2. **Format.**

- a. **Forms Required.** Use VA Forms 10-1313-1 through 8, "Merit Review Application," and VA Form 10-1436, "Research and Development Information System Project Data Sheet." These forms are available through each VA medical facility's Office of Research and Development (or equivalent).
- b. **Printing, Reproduction, and Assembly.** Use standard 8-1/2" by 11" white paper for pages other than forms. Type material single-spaced. Type must be easy to read (and photocopy). The minimum size for computer-generated print is 11 point (approximately 1/8 inch in height for capital letters). There may be no more than six lines of text per vertical inch and page margins must be a minimum of 1 inch. The original, which will serve as the master file copy; should be printed on a single side. No other copies should be sent to Central Office other than an electronic copy on CD (no SSN on CD version).
- c. **Pagination.** Each page should be identified by the last name of the investigator coordinating the proposed REAP and page number. Type the name of the proposed REAP Coordinator in the lower right portion of each page, followed by the sequential page number.

3. **Ordering and Content of Materials.**

- a. **VA Form 10-1313-1** (First page of the application) provides brief identifying information. Items that may require clarification are discussed below.
 - 1) Items 1 and 2. Leave blank.
 - 2) Item 3. Identify review group as "HREAP."
 - 3) Item 4. Insert "April 2006" as review date.
 - 4) Item 5. Insert the number of the facility (or lead facility if a consortium).
 - 5) Item 6. Specify the location of the facility (or lead facility if a consortium).
 - 6) Item 7. Social Security number of proposed HSR&D REAP Director (PI) on the original copy only. The Director (PI) is considered to be the Principal Investigator (PI) for the program, and is the person responsible for overall direction of planned activities.
 - 7) Item 8. Leave blank—not applicable.

- 8) Item 9. Type the last name of the proposed HSR&D REAP Director (PI) in capital letters, followed by the first name and initial(s). Specify the individual's degrees and list their telephone number and e-mail address.
 - 9) Item 10. The title should not exceed 72 typewritten spaces. It should assist the reader in quickly identifying the theme of the REAP.
 - 10) Item 11. The amount requested each year should be the same as the totals for individual fiscal years, as listed on VA Form 10-1313-4. The total is the total funding (in direct costs only) that is being requested for all years (not to exceed 5 years).
 - 11) Item 12. Check the appropriate box for the Director (PI) VA employment.
 - 12) Item 13. Check the box for Director (PI) salary source.
 - 13) Item 14. Check the appropriate box for "new" project.
 - 14) Item 16. Insert the code(s) for the primary research program and the primary specialty area that apply to the proposed Director (PI). The code(s) should be the same as that reported to VA's Research and Development Information System (RDIS).
 - 15) Items 17, 18, 20, and 21. Provide information for proposed Director (PI).
 - 16) Item 19. Complete fully.
 - 17) Signatures. An original, dated signature of the proposed Director (PI) is required. This date should provide sufficient subsequent time for review by the ACOS for R&D or equivalent. An original, dated signature of the ACOS for R&D, or designee, also is required. In signing, this person certifies that the proposal is administratively complete and all required reviews have been conducted. ***Type in telephone number and e-mail address of ACOS or other individual to contact for any administrative issues (insert name in parentheses if not ACOS for Research).***
- b. **VA Form 10-1313-2** (Second page of the proposal).
- 1) Identifying Information. Check the appropriate box to indicate that you are describing a program. Provide the identifying information requested: HSR&D Director (PI); facility name and location; and program title (maximum of 72 characters and spaces). Abstract (500 words maximum in HSR&D format). The abstract should provide a clear, concise overview of the proposed Program: theme and research foci; initial strategic goals and objectives; and general approach for addressing goals and objectives. List KEY WORDS that best describe the program's scientific discipline(s) and research foci.
- c. **Table of Contents** (Third page of the proposal) and Proposal Narrative (Fourth and subsequent pages) Use the following designated Roman numerals and headings for the Table of Contents and Narrative. Specify the beginning page number for each of the required sections, as ordered below, in the Table of Contents. Use the suggested page allocations as a guide for the narrative section (unless specified as a maximum), but in any case ***do not exceed 23 total maximum narrative pages, including organization chart, tables and lists specified below but exclusive of VA forms, appendices, and table of contents.***
- Note: Since this program exists to support HSR&D Service research activities, the application should clearly identify and disentangle activities related to HSR&D funding from other VA and extra-mural funding.

- I. Executive Summary. (One page) Provide a clear and concise overview of the proposed REAP research focus. Identify key health services research issues to be addressed during the funding period. Highlight current productivity, strengths of the REAP leadership, proposed infrastructure, and plans for addressing any weaknesses. Conclude by highlighting the perceived “added value” of the proposed REAP for HSR&D and VHA.
- II. Productivity: (Five Pages) Discuss existing achievements and potential for obtaining intra and extra-mural project funding, career development awards, and producing publications. For existing achievements (funded projects, projects that ended in the past fiscal year, and submitted proposals), specify the nature of the item (funded, submitted), funding source (e.g., VA HSR&D, NIH, AHRQ), funding amount and funding period. Include in Appendix 2 the project abstract. For potential achievements, describe one to three specific research ideas planned for the REAP and the proposed investigators for each.
- III. Quality of Research and Key Impacts: (Two Pages) Existing and potential to produce quality research as measured by publications in top peer-reviewed journals, significant press, and system improvements.
- IV. Collaboration and Service: (One Page) Existing efforts and potential to collaborate with other VA researchers and centers and service to HSR&D, VA/ORD, and national non-VA institutions as reviewers, advisors, and leaders. Future efforts should be consistent with proposed strategic plan.
- V. Research Focus and Potential for Future Contributions: (Five Pages) Discuss the relevance and importance of the REAP’s research focus to the overall HSR&D portfolio and the nation’s veterans. Outline anticipated strategic goals and objectives for the five-year funding period and the operational plan envisioned for integrating clinical, educational, and research resources to accomplish these goals and objectives. Proposed future contributions should be consistent with the outline provided for the anticipated five-year strategic plan.

Note: *Currently funded centers must provide in Appendix 10 a summary of contributions achieved in context with the strategic plan in place during the most recent funding cycle. Explain variations from the existing strategic plan.*

- VI. Facilities and Capacity. (Ten pages, exclusive of VA forms) This section is designed to document the applicant’s health services research qualifications and capability to meet the identified objectives and contribute to local and national health services research capacity and training activities.
 - (a) Summarize the proposed REAP’s current (and expected) health services research capabilities and how they will contribute to meeting identified objectives and contribute to local and national health services research capacity and training activities. (One page)
 - (b) Provide an organization chart depicting key staff and their relationships within the REAP and medical facility. (One page)

- (c) List REAP (proposed and/or identified) core staff and provide a one-paragraph description of their positions, related responsibilities and related research or other pertinent expertise. (One-two pages)
- (d) Present an overview of staff in table form (see example, Table 1). (One page)

TABLE 1: HSR&D REAP CORE STAFF ORGANIZATION

<u>Name/Position</u>	<u>Personnel Qualifications</u>	<u>FTE</u>
SUSAN S. SMITH, highest degree Director (PI)	Academic field x years, teaching y years, clinical z years, research (major research interests)	0.25 (contributed)
JOHN D. DOE, highest degree Biostatistician	Academic field x years, teaching y years, research (major research interests)	0.6
Research Assistant, degree (or Statistician, Computer Programmer, Program Assistant)	x years experience	1.0

- (e) Provide a brief statement regarding the planned role(s) of the REAP Steering Committee. (One page) Append:
- (1) A brief description of the Steering Committee's structure, membership, functions, meeting schedule (of the whole and for subcommittees), and relationship(s) to the medical facility Director, the REAP, and other faculty committees (and any established sub-committees).
 - (2) A listing of Steering Committee members (actual and anticipated), differentiating Regular (such as facility/Network, affiliations/consultants) and Ex Officio (such as REAP leadership and other key staff) members. Provide the name, position or title, institution, and telephone numbers for each person listed.
- (f) Elaborate on additional organizational/operational details. These should include:
- (1) Describe local review procedures for research projects and reports. (One-half page)
 - (2) Briefly discuss career paths for non-clinician professional staff, including affiliated university practices for REAP core staff who may also be university faculty members. (One-half page)
 - (3) Describe and document the commitment of the medical facility (or consortium of facilities) to the REAP, and indicate how the involvement of other collaborating scientific groups (or facilities) will be managed routinely. (One-two pages)

- (g) Facilities and Other Resources.(One page)
- (1) List community institutions--including academic collaborators with well-established expertise in health services research methodologies--that are expected to support the REAP's activities. In Appendix 5, provide the name, telephone number, and mailing address of the expected liaison person for each institution. Also append any negotiated memoranda of understanding, signed by the appropriate officials of each participating institution.
 - (2) Describe available facilities for the REAP (including plans for new or renovated space, if applicable), major items of equipment, and maintenance requirements. Provide estimates of contributed (or requested) costs.
 - (3) Describe VA institutional and other sector support committed to (or expected for) the REAP, beyond that requested through this application. Briefly discuss how this support will help accomplish the REAP's objectives (e.g., availability of large-scale databases for analyses, access to technical capabilities residing in affiliated facilities, and other Network capabilities or capacities).
- d. **Total Core Budget Request.** Use VA Forms 10-1313-3 and 10-1313-4, to summarize the requested budget. Insert one set of forms here: a total summary of resources identified with REAP core activities, for which resources are requested in this application.
- e. **Biographical Sketches and Individual Support.** Provide a biographical sketch and a list of up to ten recent or significant publications for each of the REAP's key VA and non-VA collaborating staff, using VA Forms 10-1313-5 and 10-1313-6, respectively.
- f. **Appendices.** Appendices are limited as follows, and should be inserted, numbered, and labeled as specified below. ***Appendices, exclusive of VA forms, should not exceed thirty pages.***
- (1) Appendix 1. Current and Pending VA and Non-VA Research Support. For proposed staff, list each person's current and pending total VA and non-VA research support (if applicable), including funding period dates for all items listed, using **VA Form 10-1313-7**. (Pending requests should be included, even if there is no current support.) Add **VA Form 10-1313-8** only when needed to elaborate information as requested in Form 10-1313-7.
 - (2) Appendix 2. Related Ongoing Projects. Insert project abstract (for submitted proposals) or VA Form 10-1436 (for funded projects).
 - (3) Appendix 3. Steering Committee. Description of role, membership.
 - (4) Appendix 4. Letters of Commitment. Append a formal letter of commitment for all non-VA investigators who will become active collaborators with the Center's research program. Include their academic title. List consultants and indicate for each: nature of the service to be performed; fee and amount of travel and per diem for each consultant; and the number of consultations to be provided. Append a letter from each consultant who has agreed to perform this service.

- (5) Appendix 5. Memoranda of Understanding. Append Memoranda of Understanding with collaborating institutions.
- (6) Appendix 6. Additional Information. Append any additional information (not to exceed two pages) that you believe is essential for appropriate consideration of the application.
- (7) Appendix 7. Medical Facility Endorsement. Append endorsement letter from the medical facility Director (lead facility and any other involved medical facilities).
- (8) Appendix 8. VISN Director Endorsement. Append endorsement letter from the VISN Director.

Note: No other letters of endorsement should be sought or included; if included, they will not be considered.

- (9) Appendix 9. Authorization to Share Materials for Review. It is expected that applications will be reviewed by VA and non-VA reviewers. Please append the following statement, signed by the applicant(s): "VA is authorized to share copies of all materials included in this application, for the purpose of review."

4. **Submission.** Submit (by mail or courier service) the original application plus an electronic copy on CD to:

Department of Veterans Affairs
HSR&D (124B)
810 Vermont Avenue, NW
Washington, DC 20420

5. **Due Date.** Proposals received after the due date of **the last Friday in March, 2006** (and applications from facilities that fail to notify HSR&D by **March 1st** of their intent to apply) will not be reviewed. HSR&D will confirm receipt of intent to apply and proposals via facsimile or e-mail to the proposed REAP Coordinator and ACOS for Research and Development (or designated contact listed beside ACOS signature at the end of VA form 10-1313-1, first application page). Proposals will be reviewed in April. Approved sites will be notified no later **than June 31**, with funding of approved sites beginning **in Fiscal Year 2007 on October 1, 2006**.
6. **Availability During Review Process.** Scientific review is expected to occur over a two-day period during the month of **April 2006**. Once the specific dates are scheduled, applicants will be informed and asked to identify a contact who can reach the proposed REAP Director (PI) to get answers for reviewer questions that may arise. During the period **May 8-19, 2006**, selected site visits may be conducted for the most promising applications. The proposed key REAP staff, Associate Chief of Staff for Research, and medical facility Director (or appropriate representative) are expected to be available during any site visit. Site visitors will make an effort within this period to accommodate major conflicts, but scheduling is expected to be tight and cannot be finalized until the scientific review is completed in April. Applicants are advised to make flexible plans (when the application is submitted) for a potential site visit during the period of **May 8-19, 2006**.

HSR&D CHECKLIST FOR REAP APPLICATIONS

Proposed Center Director
(PI): _____

Site (Facility): _____

Site VISN Number: _____

Limited to no more than two applications from one VISN. If more than two, contact
VISN to select who may apply.

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Notice of Intent to apply received in CO, HSR&D by March 1, 2006

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Application received in CO, HSR&D by March 31, 2006

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Unbound original and one copy on CD (no SSN on CD version)

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VA Form 10-1313-1 complete (page 1)

☐

Proposed Director (PI) is 5/8ths VA

☐

VA Form 10-1313-2 complete (page 2)

☐

Table of Contents (page 3)

☐

Narrative (no more than 23 pages)

☐

(includes org chart, table 1--but excludes contents, forms, appendices)

I. Executive summary (no more than one page)

☐

II. Productivity (five pages)

☐

III. Quality of Research and Key Impacts (two pages)

☐

IV. Collaboration and Service one page)

☐

V. Research Focus and Potential for Future Contributions (five pages)

☐

VI. Facilities and Capacity (ten pages, exclusive of forms)

☐

a. summary of HSR capabilities (one page)

☐

b. organization chart

☐

c. core staff list, description

☐

- Director (PI) at least 5/8ths VA & allocating .25 FTEE

☐

d. staff overview (Table 1)	<input checked="" type="checkbox"/>
e. steering committee description & membership	<input type="checkbox"/>
f. organizational Details	<input type="checkbox"/>
-description of local review procedures for research projects and reports (1/2 page)	<input type="checkbox"/>
-description, non-clinician professional career paths	<input type="checkbox"/>
-commitment—medical facility & collaborators (one to two pages maximum)	<input type="checkbox"/>
g. facilities and other resources (about two pages)	<input type="checkbox"/>
-list of collaborating institutions	<input type="checkbox"/>
-description of available & contributed resources; includes medical care salary support for Director (PI), if a clinical Title 38 position (MD, RN, etc)	<input type="checkbox"/>
-description of any other support & utility to REAP	<input type="checkbox"/>
Total Core Budget Request (VA Forms 10-1313-3 and 4)	<input type="checkbox"/>
Biographical Sketches and Individual Support (VA Forms 10-1313-5 and 6 for each of the Center's key VA and non-VA collaborating staff)	<input type="checkbox"/>
Appendices (Do not exceed 30 pages, exclusive of VA forms)	<input type="checkbox"/>
Appendix 1. (VA Forms 10-1313-7, and 8 if appropriate)	<input type="checkbox"/>
Appendix 2. Ongoing projects (Abstracts or VA Form 10-1436)	<input type="checkbox"/>
Appendix 3. Steering Committee description, membership list	<input type="checkbox"/>
Appendix 4. Letters of Commitment from non-VA collaborators	<input type="checkbox"/>
Appendix 5. Memoranda of Understanding with Collaborating Institutions	<input type="checkbox"/>
Appendix 6. Additional Information (maximum two pages)	<input type="checkbox"/>
Appendix 7. Medical Facility Endorsement letter (signed by Director or appropriate designee)	<input type="checkbox"/>
Appendix 8. VISN Director Endorsement (signed and dated)	<input type="checkbox"/>
No other letters of endorsement included (if included—remove)	<input type="checkbox"/>
Appendix 9. Statement of Authorization to Share Materials	<input type="checkbox"/>
	<input type="checkbox"/>

Appendix 10. Contributions as compared to strategic plan (2 pages maximum

